



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schols.org

## BOARD OF TRUSTEES MEETING

**PUBLIC MEETING**

**MEETING MINUTES**

**NOVEMBER 17, 2016**

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00PM on November 17, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil  
Tye Reed  
Jim Rivera

Invited Attendees:

Robert Lysek, CEO  
Selma Abi-Daher, Controller  
William Platt  
Bruce Johnson, COS

**ITEM ONE - CALL TO ORDER**

Board President Barry Dobil called the meeting to order at 6:05pm. EEACS Board Meetings dates were posted for public announcement in the Friday, November 4, 2016 edition of The Morning Call in accordance with the Pennsylvania's Sunshine Act. The meeting was opened with the Pledge of Allegiance. Mr. Dobil noted that Dr. Swope was excused and Ms. Kirschner was on Sabbatical.

**ITEM TWO - APPROVAL OF NOVEMBER 17, 2016 AGENDA ITEMS**

The Board was provided with a copy of the Agenda on Monday, November 14, 2016. Mr. Dobil moved to approve the Agenda. Mr. Reed motioned to approve the Agenda and Mr. Rivera seconded. The Agenda passed unanimously.

**ITEM THREE - APPROVAL OF OCTOBER 28, 2016 BOARD MEETING MINUTES**

The Board was provided with a draft of the Minutes on Monday, November 14, 2016. Mr. Rivera motioned to approve the Minutes. Mr. Dobil seconded the motion and the Minutes were approved unanimously.

**ITEM FOUR - APPROVAL OF PRESENTATIONS/DISCUSSIONS**

- a. **CEO's Report** - Robert Lysek presented the CEO's report to the Board.
- o Human Resources & Staff: Mr. Wagner is preparing for the compliance audit in early December. Ms. Lear, a full time sub, accepted a full time position.
  - o Food Services: No issues to report.
  - o Transportation: We are currently working with the new bus drivers to help them with any bus issues.
  - o Building: EEACS is current on rent. All the renovation are complete. We have plans for future explanation in place and a possible purchase.
  - o Operations: SchoolMessenger has been established for communicating inclement weather delays/closings, PTO information, and other school announcements to the parents via email, phone calls, and text messages. There's a constant ongoing training with the staff. The recent High School dance was a big hit and upcoming there is a Middle School Dance. The Community Leadership Meeting was a big success last month. This event included Leaders from all over the Lehigh Valley here supporting the school. The EMO is in process.



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- o Student/Staff Attendance: 990 students enrolled and we're currently at 96%. We have 104 staff members.
  - o Tours/JL Mann update: Chris Dutton, CEO of Linton's and some of his close friends who potentially could donate to the school. There will be a lunch held and tours available. Keystone Alliance is having a professional development session on November 6<sup>th</sup>. Comprehensive Plan was completed thanks to Carol Trench and her staff. This is posted for the public record in EEACS's Main Office and the public library.
  - o Related Services: Special Ed students are at 126.
- b. **Financial Report** – Ms. Selma Abi-Daher, Controller supplied the Board with the financial report on Monday, November 14, 2016. There were no additions or corrections to the report and it was submitted to record. The financial report will be placed on file for audit.
- c. **Student Team 5** – Four students from Team five presented Scene 1 from Hamlet.

### ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS

- a. Mr. Dobil open the floor to the submission of public comments on Agenda items, but none were submitted.

### ITEM SIX – NEW BUSINESS

- a. The distribution of PA Handbook for Charitable Nonprofit Organizations. Mr. Dobil referenced the important content and encouraged all Members to review their copy. (There was no resolution.) Resolution to approve the 2015/2016 PDE Comprehensive Plan. Mr. Dobil asked for a motion to approve the resolution. Mr. Rivera motioned to approve. Mr. Reed seconded the motion and the resolution passed unanimously.
- b. Resolution to approve Service One Enterprises LLC – Addendum 2. Mr. Dobil asked for a motion to approve the resolution. Mr. Reed motioned to approve the resolution and Mr. Rivera seconded the motion. The resolution passed unanimously.
- c. Resolution to rescind Agent/Broker of Record - Mr. Dobil asked for a motion to approve the resolution. Mr. Rivera motioned to approve the resolution and Mr. Dobil seconded the motion. The resolution passed unanimously.
- d. Resolution to authorize Agent/Broker of Record - Mr. Dobil asked for a motion to approve the resolution. Mr. Reed motioned to approve the resolution and Mr. Rivera seconded the motion. The resolution passed unanimously.

### ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS

Mr. Rivera commented on his appreciation of being a Board Member and cited the education he has received from the character and ethics of the Board and its Members.

### ITEM EIGHT – COURTESY OF THE FLOOR TO PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Dobil opened the floor to the submission of public comments, but none were submitted.



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### ITEM NINE - ADJOURNMENT

Mr. Dobil thanked Team 5 for their participation in the meeting. He wished everyone a Happy Thanksgiving and announced that the next Board Meeting will be held on Thursday, December 15, 2016 at 6:00PM in the cafeteria of EEACS. Mr. Dobil asked for a motion to adjourn the meeting. Mr. Reed motioned. Mr. Rivera seconded the motion and the meeting was adjourned at 6:34pm.